

RENEWAL AND REISSUANCE OF CREDENTIALS

The renewal and reissuance policies for several types of credentials are explained below; refer to the checked item(s) for information about your credential question.

- ☐ The CLEAR teaching or services credential may be renewed, without the completion of any additional course work or service requirements, by submitting an application and appropriate fee to the Commission office within six months preceding the expiration date of the credential.

Regulations require that the issuance date of the renewal of the clear or professional credential will be the same as the expiration date of the credential being renewed, provided that the renewal application is filed within one year prior to the expiration date of the credential. If the application for renewal is filed more than one year prior to the expiration date, the new five-year credential will have the date on which the application was filed as its issuance date, thus shorting the holder of time on that credential.

- ☐ Renewal of a PROFESSIONAL CLEAR teaching credential requires the completion of 150 clock hours of professional growth activities pre-approved by a professional growth advisor and one half of one year of experience (90 days) during the five year period. To apply for renewal, you must submit an application form and fee, the original *Professional Growth Plan and Record* signed by your professional growth advisor, and the original *Verification of Successful Service* form signed by your employer.

Regulations require that the issuance date for the clear or professional clear credential will be the same as the expiration date of the credential being renewed, provided that the renewal application is filed within one year prior to the expiration date of the credential. If the application for renewal is filed more than one year prior to the expiration date, the new five-year credential will have the date on which the application was filed as its issuance date, thus shorting the holder of time on that credential and making it necessary to start the next set of professional growth and service requirements ahead of schedule.

If you do not complete the professional growth activities and/or the required experience during the five-year period that your professional clear credential is valid, you are eligible for a one-time, two-year extension of your professional clear credential to allow you time to complete the requirements. However, this automatic extension is available just once during your entire career as an educator. There is currently no penalty for allowing your professional clear credential to lapse as long as you are not employed in a position requiring the credential.

For complete information about professional clear credentials, consult your *California Professional Growth Manual*. If you need a copy of the *Professional Growth Manual*, you may request one from this office.

- ☐ The FIVE YEAR PRELIMINARY teaching credential cannot be renewed or extended. To continue to teach in the public schools of California, you must complete all of the requirements for the PROFESSIONAL CLEAR credential before the expiration date of the preliminary. If you completed your teacher training program and a fifth year of study beyond your bachelor's degree outside of California, you have only to verify, by direct application to the Commission, completion of the health education (drug and alcohol abuse, nutrition, and CPR), special education (mainstreaming) and computer education requirements. If you did not complete your program and fifth year out-of-state, you must contact a California college or university with a Commission-approved program for that credential; they will inform you about what you must do to secure their recommendation on your application for the PROFESSIONAL CLEAR credential. If you are teaching when the credential expires and cannot renew, contact your employer about the possibility of acquiring an emergency permit to cover your service until you can complete the requirements. Unless exempt, passage of the California Basic Educational Skills Test (CBEST) is required for the emergency permit.

- ❑ The ONE or TWO-YEAR PRELIMINARY teaching credential cannot be renewed or extended until the requirements for the five-year preliminary credential have been completed. These requirements may include one or all of the following: U.S. Constitution verified by a course or examination; the teaching of reading verified by a course or examination; and/or subject-matter competence verified by completion of a Commission-approved college or university subject matter program, or by passing the appropriate subject assessment examinations. If you allow your preliminary credential to expire, it will be reissued if you verify completion of these requirements and submit an application and fee to the Commission. If you are teaching when the credential expires and have not completed the renewal requirements, you should contact your employer about the possibility of acquiring an emergency permit to cover your service until the requirements are completed. The maximum period of time allowed by law for the preliminary credential is five years; therefore, when you renew your preliminary credential, the expiration date will not exceed five years from the issue date of your initial one or two-year preliminary credential.
- ❑ A LAPSED CLEAR OR PROFESSIONAL CLEAR RYAN or CLEAR PRE-RYAN credential may be reissued effective the date an application is filed. No California public school service is authorized between the date on which the credential expired and the date on which the reissued credential becomes effective unless a "Request for Validation of Service without a Credential" is filed by the employer. In general, reissued General Credentials and Standard Credentials expire five years from the issuance date. Reissued Ryan Credentials expire five calendar years following the issuance date.

NOTE: The Commission is continually reviewing the existing statutes and regulations that relate to credentials. If you are considering allowing your credential to lapse because you do not plan to use it in the near future, you should be aware that, when you decide to reinstate it, you may have to qualify under the requirements that are current at that time.

- ❑ An individual whose PARTIAL or POSTPONED PRE-RYAN credential was allowed to lapse, or who qualified for a PRE-RYAN credential but never applied, must obtain a credential under current statutes in order to serve in the California public schools. Contact a California college or university with a Commission-approved teacher preparation program for information as to what is needed to secure a recommendation for a credential under current regulations.
- ❑ The APPEAL PROCESS: If you have been unable to complete your renewal requirements because of illness, injury, or other serious reason, or if you have been unable to secure the recommendation of a California college or university with a Commission-approved program (although you feel you have completed all of the requirements, or the equivalent), you may submit an application for an appeal directly to the Commission. The application should include the following:
 - a letter explaining the reason for your appeal,
 - a completed application form (41-4),
 - appropriate fee(s),
 - a complete set of official transcripts,
 - applicable test scores,
 - a statement from the college or university explaining your status and why a recommendation for the credential cannot be submitted,
 - verification of experience, if applicable,
 - letter of support from current employer,
 - a statement from the attending physician,
 - other applicable supporting documentation.